



Achievement and Competency Enhancement System (ACES) 2013 PROGRESS REVIEW RATING DEFINITIONS

PERFORMANCE OBJECTIVE RATING CATEGORIES

Above Target: Performance outcomes for the objective are ahead of schedule and/or exceed expected measures

On Target: Performance outcomes for the objective are on schedule and/or performance is at expected quality

Below Target: Performance outcomes for the objective are behind schedule and/or are below the expected quality

Not Applicable: The objective no longer applies to the manager's current position/responsibilities

OVERALL RATING CATEGORIES

Successful Performer: Performance is successful and at a proficient level expected of a fully experienced manager in this role. Performance may consistently exceed expectations or rank among the highest performing managers in the agency in terms of initiative, efficiency, quality, timeliness and working with others. Performance is due to the manager's own effort and skills. Employee is considered a valued team member and individual contributor. Consistently meets performance, may exceed standards and routinely delivers expected results. Fulfills all the job requirements and may assume added responsibilities when requested. Contributes to the organization and is recognized as being important to his/her job function. Consistently follows through on commitments and promises. Delivers results on time and within budget. Employee takes appropriate action in a timely way when staff are not performing satisfactorily.

Performance Objective Rating: Most objectives are rated "On Target" or "Above Target"

Distribution Guideline: 65% - 75% of managers are expected to fall into this category

Satisfactory: Performance is generally at a level expected of an experienced manager in this role. The good performance is due to the manager's own effort and skills. Employee is considered a valued team member and individual contributor. Generally meets performance standards and delivers expected results. Employee fulfills most job requirements. Contributes to the organization and is recognized as being essential to his/her job function. Generally follows through on commitments and promises. Generally delivers results on time and within budget. Employee takes appropriate action when staff are not performing satisfactorily.

Performance Objective Rating: Most objectives are rated "On Target"

Distribution Guideline 15% - 25% of managers are expected to fall into this category

Below Expectations: Performance is below the acceptable threshold. Performance may meet some of the job expectations, but does not fully meet the remainder. Performance may be consistently unacceptable. Significant improvement may be needed by the time of final review or disciplinary action may result. The manager needs to improve and demonstrate that he or she has the capacity to improve. The manager generally is doing the job at a marginal level, and improvement is needed. Performance needs development to meet the standards expected of an experienced and competent manager. The manager is not satisfactorily contributing to the organization and may have taken action that has created unnecessary problems for the agency.

Manager Objectives: The majority of objectives are rated "Below Target"

Distribution Guideline: 0%- 5% of managers are expected to fall into this category